



NAVY SHORE INFRASTRUCTURE TRANSFORMATION (NSIT)

Workforce Development Career Progression Program

Industrial Trades

(FEDERAL WAGE SYSTEM)

Community Management Plan

July 8, 2011

Version 3.0

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Foreword

The Industrial Trades Community established by the Office of Personnel Management (OPM) is comprised of Federal Wage System (FWS) employees. FWS is a uniform pay-setting system that covers Federal appropriated fund (APF) and non-appropriated fund (NAF) prevailing rate employees. The system's goal is to ensure that Federal trade, craft, and laboring employees within a local wage area who perform the same duties receive the same rate of pay.

Under the FWS, your pay will be the same as the pay of other FWS jobs, which are based on the pay for similar private sector jobs in your wage area and geographic location. NAF employment is different from Civil Service Federal employment because salaries for NAF employees are not established by Congress. Instead, salaries are paid based upon the revenue generated from service activities. Successful labor-management partnership is the hallmark of the FWS, with labor organizations involved in all phases of administering the pay system.

FWS positions are most commonly referred to as “blue collar” or “wage” positions. These positions can be skilled or unskilled and may involve manufacturing, mining, building and construction trades, mechanical work, installation, repair and operations maintenance, general services and support work, warehousing and stock handling, and the piloting of ships. The pay category or pay plans indicate the type of job and specific wage schedule for compensation:

- Wage Grade (WG)
- Wage Leader (WL)
- Wage Supervisor (WS)
- Production Facilitating (WD)
- Production Facilitating Supervisory (WN)
- Wage Marine (WM)
- NAF Laboring, Crafts, and Trades (NA)
- NAF Leader (NL)
- NAF Supervisor (NS).

The Department of Defense (DoD) has issued guidance calling for a competency-based workforce. The Department of the Navy (DON) Office of Civilian Human Resources (OCHR) has established Communities for DON civilian employees with similar or allied occupational series that share common competencies. A competency is the combination of knowledge, skills, and abilities (KSAs) that contribute to individual and organizational performance.

Similar to competencies and KSAs developed for General Schedule (GS) positions, OPM has established and approved sets of job elements (a combination of skills, knowledge, abilities, and personal characteristics) considered necessary for career success, for

individual occupations as well as jobs having common requirements. Throughout this document “competencies and KSAs” will be synonymous with job elements.

This Community Management Plan (CMP) describes the guiding principles, management structure, and framework supporting competency-based career development for Commander, Navy Installations Command (CNIC) Industrial Trades Community. It is intended that this plan be used in conjunction with the employee’s Individual Development Plan (IDP) and other guidance documents to assist with planning and managing employee career development.

Although not everyone has the same starting point or career objectives, this plan provides managers with guidelines and a process to continually assess and develop skills and competencies to achieve a rewarding and successful career for all employees.

Your comments and suggestions to improve this CMP are welcomed. Your feedback can be provided to your local Community Management Representative and/or your supervisor who, in turn, will work with the Community management structure to ensure your feedback is considered.

Community Representative

Date

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1.0 Introduction

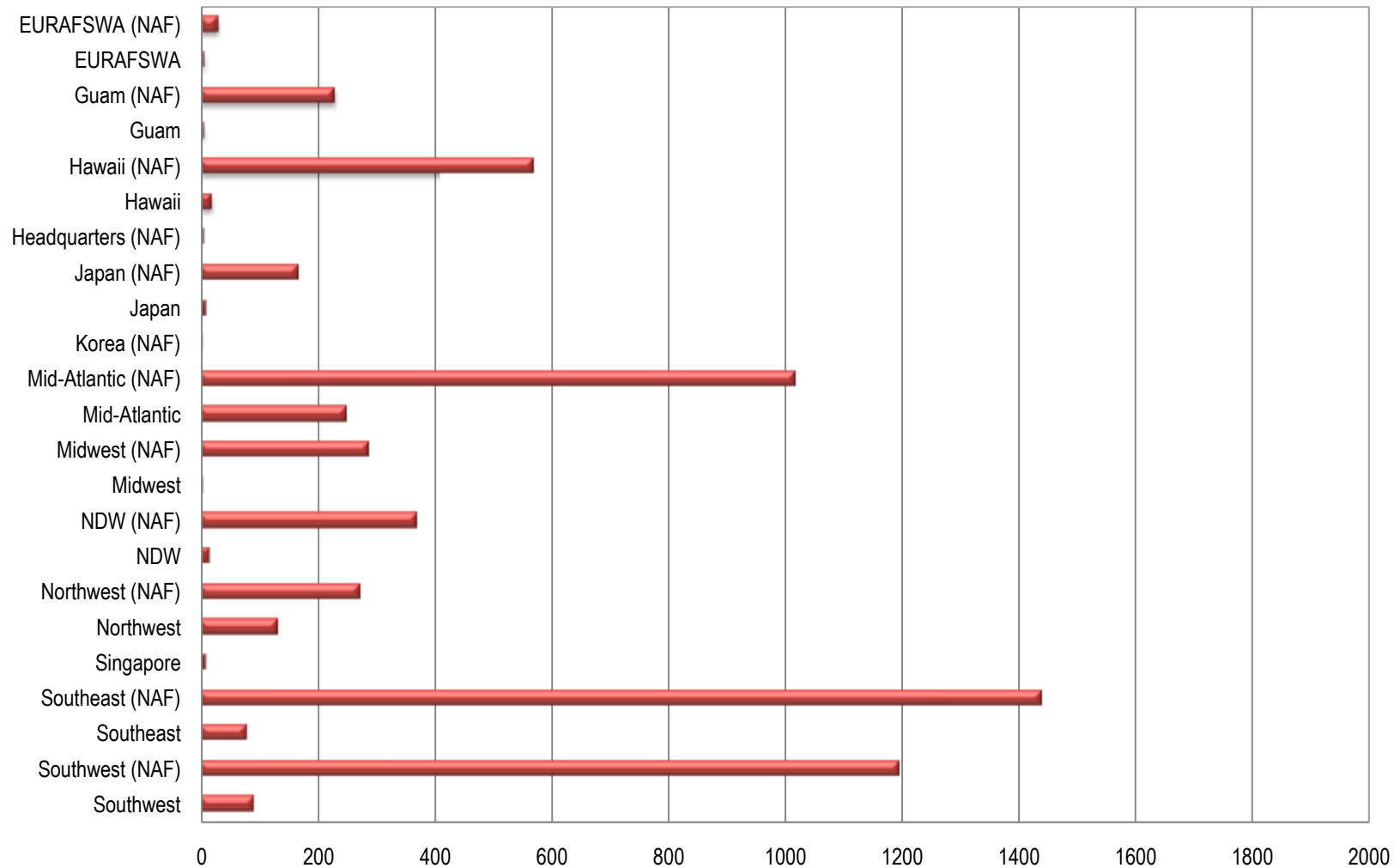
No successful career should be left to chance. As a Commander, Navy Installations Command (CNIC) employee, you are responsible for making decisions that increase your competencies and guide you along the road of competency progression to achieve your career goals. Your success will be achieved through strategic career planning, competency development, job monitoring, and performance rewards. Your CNIC support team is here to assist you along the way.

Within this Industrial Trades CMP, you will find keys to help you plan a rewarding and successful career progression. Whether this is your first assignment or you are a seasoned professional, this plan will help you map your future career. This plan will be a resource for you and your supervisor to assist in developing your competency/career progression for your career within the Navy's Communities in CNIC.

Career progression is difficult in some of CNIC's smaller job families due to the limited opportunities within a job family or geographic location. Career advancement or progression, in general, may require a transfer to a larger or different job family or a change in work location to take advantage of career development and continued career opportunities.

Figure 1 below reflects the distribution by CNIC civilian workforce population of Federal appropriated fund (APF) and non-appropriated fund (NAF) Federal Wage System (FWS) employees by Region.

FWS Civilian Workforce Population by Region (APF & NAF)



Data Source: TWMS May 2011

Figure 1. FWS Civilian Workforce Population by Region (APF and NAF)

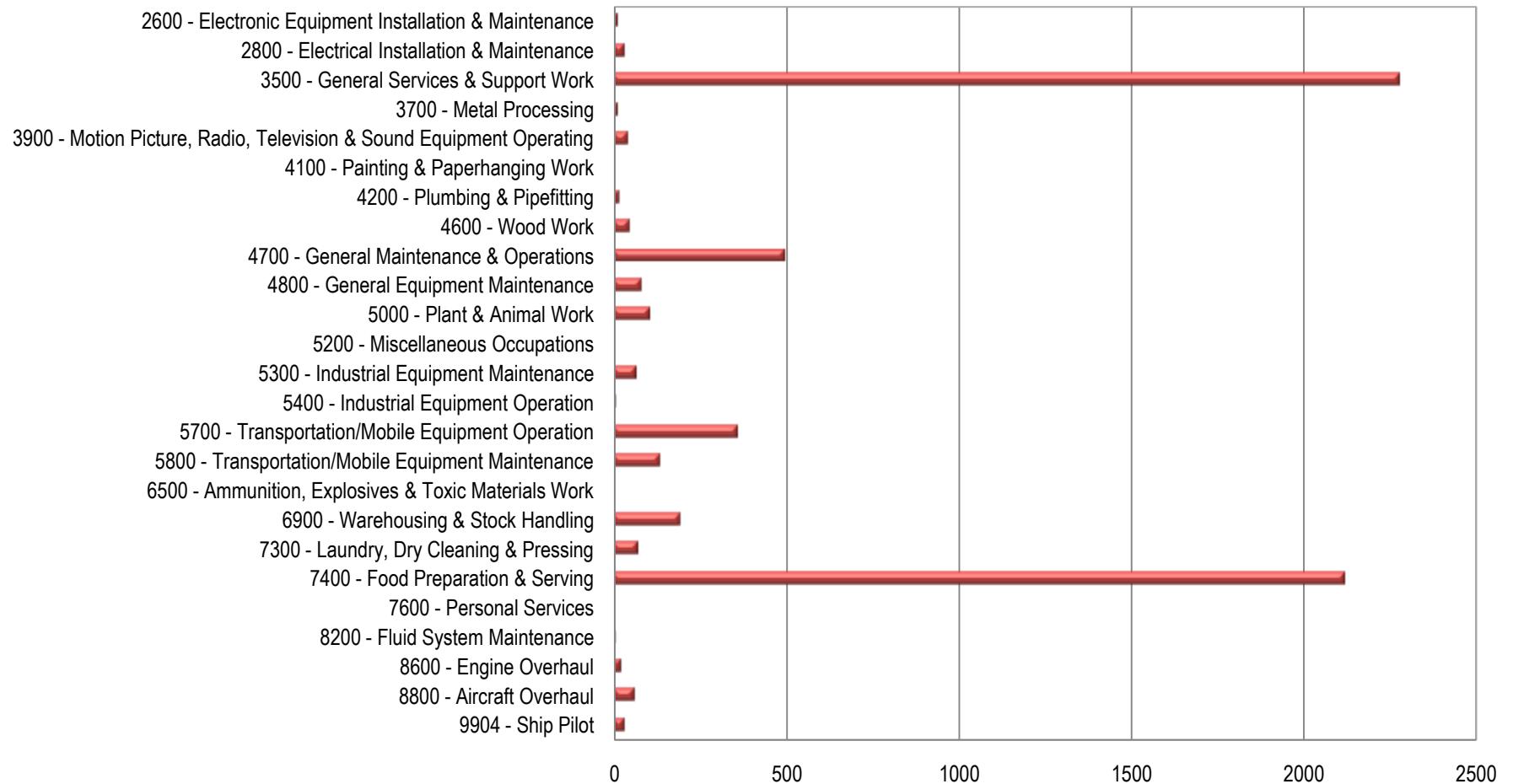
Table 1 below lists the U.S. Office of Personnel Management (OPM) APF and NAF occupational series and job family for positions in the Industrial Trades Community job families represented in this plan.

Table 1. Industrial Trades Community Occupational Series by Job Family

Occupational Series	Job Family
2602, 2604, 2606	Electronic Equipment Installation and Maintenance
2805, 2810	Electrical Installation and Maintenance
3502, 3566	General Services and Support Work
3703	Metal Processing
3910, 3911	Motion Picture, Radio, Television, and Sound Equipment Operation
4102	Painting and Paper Hanging
4201, 4204, 4206	Plumbing and Pipefitting
4601, 4604, 4605, 4607	Wood Work
4701, 4737, 4742, 4749	General Maintenance and Operations Work
4801, 4804, 4819, 4848	General Equipment Maintenance
5001, 5003, 5026, 5048	Plant and Animal Work
5201, 5220	Miscellaneous Occupation
5301, 5306, 5334, 5378	Industrial Equipment Maintenance
5401, 5419, 5486	Industrial Equipment Operation
5703, 5704, 5705, 5716, 5725, 5782, 5786, 5788	Transportation/Mobile Equipment Operations
5803, 5806, 5823	Transportation/Mobile Equipment Maintenance
6501	Ammunition, Explosives, and Toxic Materials Work
6901, 6904, 6907, 6912, 6913, 6968	Warehousing and Stock Handling
7304, 7305	Laundry, Dry Cleaning, and Pressing
7402, 7404, 7405, 7408, 7420	Food Preparation and Serving
7601	Personal Services
8201	Fluid Systems Maintenance
8602, 8610	Engine Overhaul
8852, 8862	Aircraft Overhaul
9904	Ship Pilot

Figure 2 displays the overall civilian workforce population and different job families or occupations throughout CNIC.

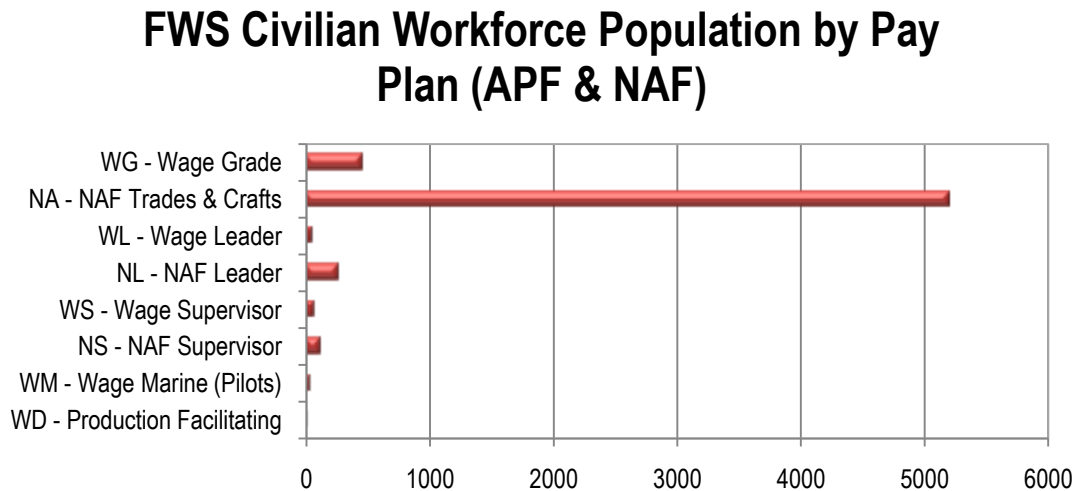
FWS Civilian Workforce Population by Job Family (APF & NAF)



Data Source: TWMS May 2011

Figure 2. FWS Civilian Workforce Population Profile (APF and NAF)

Figure 3 shows the FWS civilian workforce population by pay plan.



Data Source: TWMS May 2011

Figure 3. FWS Civilian Workforce Population by Pay Plan

2.0 Community Management Plan Guiding Principles

This CMP is guided by various policies for human resource management as directed by OPM, offices of the Secretary of Defense (SECDEF), Secretary of the Navy (SECNAV), and Chief of Naval Operations (Manpower and Personnel) (OPNAV N1). The CNIC Workforce Development Competency/Career Progression Framework described in this CMP integrates the annual performance review cycle and the Competency/Career Progression Cycle and enables employees within the Industrial Trades Community to take an active role in managing their career.

2.1 CNIC Mission and Vision

The CNIC mission and vision states:

CNIC delivers effective and efficient readiness from the shore. Be the sole provider of shore capability, to sustain the Fleet, enable the Fighter, and support the Family.

2.2 Shared Practices

CNIC Communities are focused first and foremost on all Community members. CNIC maintains a culture that embraces diversity and the importance of leveraging the distinct contributions of a workforce representative of our nation. CNIC recognizes that high levels of performance are achieved by investing in people and

nurturing their well-being and development. CNIC places a high priority on practicing:

- **Teamwork** – We accomplish our mission through the use of scalable, multi-disciplined teams. Successful teams understand team goals, personally meet commitments to the team, and inspire cooperation and progress.
- **Recruitment** – We maintain a robust, vibrant, and diverse workforce by successfully recruiting personnel for all career levels, but particularly entry-level personnel, emphasizing a strategic focus. In conducting recruiting activities, we assure that equal employment opportunity (EEO) is extended to all.
- **Retention** – We maintain a positive working environment by providing positive recognition, equal opportunities for career growth, and a satisfying work experience to sustain employee morale and achieve organizational depth.
- **Career Development** – We recognize and support opportunities to learn from a variety of experiences made available through rotational or developmental assignments specifically structured to provide a broad and challenging experience that supports competency progression.
- **Leadership** – We develop trained, capable, energetic leaders to mentor and motivate our workforce.

3.0 Career Progression Framework

CNIC supports competency progression and encourages all employees to become more competent, capable, and versatile. The ultimate goal of the organization is two-fold: 1) develop a successful cadre of employees; and 2) enable CNIC to become a “world-class support organization.” Career progression must be managed so workforce members gain the knowledge, skills, and abilities (KSAs) required to perform duties in and beyond their functional areas. In many cases, to meet one’s career goals, one may have to change his/her series, pay plan, or transition into the General Schedule (GS) workforce.

Technical Competencies and KSAs: Specialty skills are necessary for job execution and to perform specific duties in an assigned area. Technical competencies and KSAs are achieved through job experience, training, and education. For specific job family technical competencies and KSAs, refer to Table 2.

Work Leaders: Typically, work leaders (a) lead three or more workers to accomplish trades and labor work or (b) train workers in the non-supervisory work of trades and labor occupations. Both types of leaders are responsible to their supervisors for assuring that the work or training assignments of the group are completed. Work leaders are critical for the success of any wage grade organization. Work leader positions may be “stepping stones” for career advancement.

Leadership (Supervisory): Supervisory positions are also called “Foreman” for 1st level supervisor or “General Foreman” for 2nd level supervisor. In most cases, the level of supervisory responsibility will be reflected in the supervisory title.

Within CNIC, the Industrial Trades Community has a wide variety of occupational job families; consequently, the supervisory levels and job titles are diverse and unique, specific to the type of work performed. In most cases, supervisors not only need the applicable technical skills required for the position, but also need to demonstrate leadership job elements.

Leadership competencies and KSAs enable supervisors to effectively lead at the operational level and manage a diverse workforce, providing a variety of products and services. Leadership development is a priority and is critical to ensure proper shaping and to maintain the health and vitality of the workforce.

The following tables show the job families within CNIC. Table 2, based on OPM X118C, provides a description of the job families, and the associated technical competencies and KSAs. Abilities with an asterisk (“*”) are mandatory screen-out elements as identified in the X118C. Table 3 shows the Supervisory I competencies and associated KSAs while Table 4 shows the Supervisory II competencies and associated KSAs. These tables may be used for both APF and NAF positions. Position descriptions (PDs) are essential in identifying specific competencies and KSAs for successful performance of the position. In addition to acquiring the necessary KSAs for advancement, other conditions of employment such as meeting physical requirements, security, licenses, and certifications may be required.

Table 2. Technical Competencies and Associated KSAs

2600 - Electronic Equipment Installation and Maintenance Family		
This job family covers all occupations and jobs of which the duties are to supervise and/or perform work involved in installing, repairing, overhauling, fabricating, tuning, aligning, modifying, testing, calibrating, and inspecting electronic equipment and related devices. This equipment includes AM/FM radio broadcast receivers, high fidelity record players and tape recorders, and TV receivers; public address systems; radio communications receivers and transmitters; radar, loran, and sonar; radio teletype units; low frequency, broadband, and multichannel broadband carrier systems; mobile and fixed television systems and equipment; computers; air traffic control equipment and systems; electronic industrial controls; electronic measurement equipment; cryptographic coding and decoding devices; digital telephone switching centers; and other similar systems and equipment.		
Knowledge	Skills	Abilities
Knowledge of electronic test equipment Knowledge of electronics theory Knowledge of equipment assembly, installation, repair, etc. Knowledge of safety policies, practices, and procedures		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to troubleshoot electronic equipment Ability to use electronic test equipment Ability to use hand and power tools – electronics
*Screen-out element		

2800 - Electrical Installation and Maintenance Family		
This job family includes occupations involved in the fabrication, installation, alteration, maintenance, repair, and testing of electrical systems, instruments, apparatus, and equipment.		
Knowledge	Skills	Abilities
Knowledge of electrical equipment Knowledge of electrical test equipment Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic) Knowledge of theory and instruments (electrical and electronic) used in shop and trade practices		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to troubleshoot (electrical) Ability to use and maintain hand tools (electrical work) Ability to use electrical drawings
*Screen-out element		

3500 - General Services and Support Work Family		
<p>This job family includes occupations not specifically covered by another work family that require little or no specialized training or work experience to enter. These occupations usually involve work such as moving and handling materials (e.g., loading, unloading, digging, hauling, hoisting, carrying, wrapping, mixing, pouring, spreading); washing and cleaning laboratory apparatus, cars, and trucks, etc; cleaning and maintaining living quarters, hospital rooms and ward, office buildings, grounds, and other areas; and doing other general maintenance work by hand or using common hand tools and power equipment. They may involve heavy or light physical work and various skill levels. Skills are generally learned through job experience and instruction from supervisors, or in some instances, formal training programs lasting a few days, weeks, or longer.</p>		
Knowledge	Skills	Abilities
<p>Knowledge of safety policies, practices, and procedures</p> <p>Knowledge of the line of work being performed</p>		<p>*Ability to do the work of the position without more than normal supervision</p> <p>*Ability to inspect</p> <p>*Ability to instruct</p> <p>*Ability to lead or supervise</p> <p>*Ability to provide production support services</p> <p>Ability to interpret instructions, specifications, etc. (other than blueprints)</p> <p>Ability to perform work practices (includes keeping things neat, clean, and in order)</p> <p>Ability to use and maintain tools and equipment</p>
*Screen-out element		

3700 - Metal Processing Family		
This job family includes occupations that involve processing or treating metals to alter their properties or produce desirable qualities such as hardness or workability, using processes such as welding, plating, melting, alloying, casting, annealing, heat treating, and refining.		
Knowledge	Skills	Abilities
Knowledge of metals Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret specifications, etc. (includes blueprint reading) Ability to use and maintain tools and equipment Ability to use measuring instruments
*Screen-out element		

3900 - Motion Picture, Radio, Television, and Sound Equipment Operation Family		
This job family includes occupations involved in setting up, testing, operating, and making minor repairs to equipment such as microphones, sound and radio controls, sound recording equipment, lighting and sound effects devices, television cameras, magnetic video tape recorders, motion picture projectors, and broadcast transmitters used in the production of motion pictures and radio and television programs. It also includes occupations that involve related work such as operating public address system equipment.		
Knowledge	Skills	Abilities
Knowledge of operation and operational maintenance of motion picture equipment and associated equipment Knowledge of safety policies, practices, and procedures Knowledge of video and sound equipment		*Ability to do the work of the position without more than normal supervision *Ability to lead or supervise Ability to set up, test, operate, and make minor repair to equipment
*Screen-out element		

4200 - Plumbing and Pipefitting Family		
This job family includes occupations involved in shaping and forming metal and making and repairing metal parts or equipment and includes such work as the fabrication and assembly of sheet metal parts and equipment; forging and press operations; structural iron working, boilermaking, shipfitting, and other plate metal work; rolling, cutting, stamping, riveting, etc. It does not include machine tool work.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of materials Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (includes blueprint reading) Ability to troubleshoot Ability to use and maintain tools and equipment Ability to use measuring instruments
*Screen-out element		

4600 - Wood Work Family		
This job family includes occupations involved in the construction, alteration, repair, and maintenance of wooden buildings and other structures, and the fabrication and repair of wood products such as furniture, foundry patterns, and form blocks, using power and hand tools.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of materials Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (includes blueprint reading) Ability to use and maintain tools and equipment Ability to use measuring instruments
*Screen-out element		

4700 - General Maintenance and Operations Work Family		
This job family includes occupations: (1) that consist of various combinations of work that are involved in constructing, maintaining, and repairing buildings, roads, grounds, and related facilities; manufacturing, modifying, and repairing items or apparatus made from a variety of materials or types of components; or repairing and operating equipment or utilities; and (2) require the application of a variety of trade practices associated with occupations in more than one job family (unless otherwise indicated), and the performance of the highest level of work in at least two of the trades involved.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of materials Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (includes blueprint reading) Ability to use and maintain tools and equipment Ability to use measuring instruments
*Screen-out element		

4800 - General Equipment Maintenance Family		
This job family includes occupations involved in the maintenance or repair of equipment, machines, or instruments that are not coded to other job families because the equipment is not characteristically related to one of the established subject matter areas such as electronics, electrical, industrial, transportation, instruments, engines, aircraft, ordnance, etc., or because the nature of the work calls for limited knowledge/skill in a variety of crafts or trades as they relate to the repair of such equipment, but not a predominate knowledge of any one trade or craft.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specification, etc. (includes blueprint reading) Ability to troubleshoot Ability to use and maintain tools and equipment Ability to use measuring instruments
*Screen-out element		

5200 - Miscellaneous Occupation Family		
This job family includes occupations that are not covered by the definition of any other job family or that are of such a general or miscellaneous character as to preclude placing them within another job family.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of materials Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (includes blueprint reading) Ability to use and maintain tools and equipment Ability to use measuring instruments
*Screen-out element		

5300 - Industrial Maintenance Family		
This job family includes occupations involved in the general maintenance, installation, and repair of portable and stationary industrial machinery, tools, and equipment such as sewing machines, machine tools, woodworking and metalworking machines, printing equipment, processing equipment, driving machinery, power generating equipment, air conditioning equipment, heating and boiler plant equipment, and other types of machines and equipment used in the production of goods and services.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of materials Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (includes blueprint reading) Ability to troubleshoot Ability to use and maintain tools and equipment
*Screen-out element		

5400 - Industrial Equipment Operation Family		
This job family includes occupations involved in the operation of portable and stationary industrial equipment, tools, and machines to generate and distribute utilities such as electricity, steam, and gas for heat or power; treat and distribute water; collect, treat, and dispose of waste; open and close bridges, locks, and dams; lift and move workers, materials, and equipment; manufacture and process materials and products, etc.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (other than blueprint reading) Ability to use measuring instruments Ability to work with dexterity and safety
*Screen-out element		

5700 - Transportation/Mobile Equipment Operation Family		
This job family includes occupations involved in the operation and operational maintenance of self-propelled transportation and other mobile equipment (except aircraft) used to move materials or passengers, including motor vehicles, engineering and construction equipment, tractors, etc., some of which may be equipped with power takeoff and controls to operate special purpose equipment; ocean-going and inland waterway vessels, harbor craft, and floating plants; and trains, locomotives, and train cars.		
Knowledge	Skills	Abilities
Knowledge of maintenance procedures of motor vehicles and associated equipment Knowledge of safety policies, practices, and procedures Knowledge of the operation of motor vehicles		Ability to be reliable and dependable *Ability to do the work of the position without more than normal supervision Ability to drive safety motor vehicles *Ability to lead or supervise *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (related to mobile equipment operation) Ability to operate motor vehicles Ability to operate safety non-motor vehicles Ability to perform work practices (includes keeping things neat, clean, and in order)
*Screen-out element		

5800 - Transportation/Mobile Equipment Maintenance Family		
This job family includes occupations involved in repairing, adjusting, and maintaining self-propelled transportation and other mobile equipment (except aircraft), including any special purpose features with which they may be equipped.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (includes blueprint reading) Ability to troubleshoot Ability to use and maintain tools and equipment Ability to use measuring instruments
*Screen-out element		

6500 - Ammunition, Explosives, and Toxic Materials Work Family		
This job family includes occupations involved in the manufacturing, assembling, disassembling, renovating, loading, deactivating, modifying, destroying, testing, handling, placing, and discharging of ammunition, propellants, chemicals and toxic materials, and other conventional and special munitions and explosives.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of materials Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (other than blueprints) Ability to use measuring instruments Ability to work with dexterity and safety
*Screen-out element		

6900 - Warehousing and Stock Handling Family		
This job family includes occupations involved in physically receiving, storing, handling, and issuing supplies, materials, and equipment; handling, marking, and displaying goods for selection by customers; identifying and condition classifying materials and equipment; and routing and expediting movement of parts, supplies, and materials in production and repair facilities.		
Knowledge	Skills	Abilities
Knowledge of materials Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise Ability to perform work practices (includes keeping things neat, clean, and in order) *Ability to provide production support services Ability to interpret instructions, specifications, etc. (other than blueprint reading) Ability to work with dexterity and safety
*Screen-out element		

7300 - Laundry, Dry Cleaning, and Pressing Family		
This job family includes occupations involved in receiving, sorting, washing, drying, dry cleaning, dyeing, pressing, and preparing for delivery clothes, linens, and other articles requiring laundering, dry cleaning, or pressing.		
Knowledge	Skills	Abilities
Knowledge of laundry operations Knowledge of materials associated with the laundry operation Knowledge of pressing operations Knowledge of safety policies, practices, and procedures.		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct Ability to interpret instructions, specifications, etc. (other than blueprint reading) *Ability to lead or supervise *Ability to provide production support services Ability to perform work practices (includes keeping things neat, clean and in order) Ability to receive, sort, wash, dry, dry clean, dye, press clothes, linens, and other articles Ability to work with dexterity and safety
*Screen-out element		

7400 - Food Preparation and Serving Family		
This job family includes occupations involved in the preparation and serving of food.		
Knowledge	Skills	Abilities
Knowledge of materials Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic) Knowledge of the line of work to be performed		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (other than blueprint reading) Ability to perform work practices (includes keeping things neat, clean, and in order) Ability to use and maintain tools and equipment *Screen-out element
*Screen-out element		

7600 - Personal Services Family		
This job family includes occupations concerned with providing grooming, beauty, or other personal services to individuals, patrons, guests, passengers, entertainers, etc., or attending to their personal effects.		
Knowledge	Skills	Abilities
Knowledge of the line of work to be performed Knowledge of relevant materials and/or equipment		*Ability to do the work of the position without more than normal supervision
*Screen-out element		

8200 - Fluid Systems Maintenance Family

This job family includes occupations that involve repair, modification, assembly, and testing of fluid systems and fluid system components of aircraft, aircraft engines, missiles, and mobile and support equipment. These fluid systems store, supply, distribute, and move gases or liquids in regulated amounts primarily to produce power, transmit force, and pressurize, cool, and condition cabins. Typical of such devices and systems are pumps, governors, regulators, flow control valves, regular valves, air turbines, actuating or slave cylinders, and major accessories that are components of fuel and oil systems; landing gear, brake, flap, door, and other hydraulic actuating and shock absorbing systems; and oxygen, fire prevention, and other pneumatic systems. The most characteristic knowledge and skills required by the work are those of controlling leakage of fluid under pressure; controlling vibration and heating in high-speed turbine operation; and understanding the principles, schematics, and sensing mechanisms involved in regulating fluid flow.

Knowledge	Skills	Abilities
<p>Knowledge of equipment assembly, installation, repair, etc.</p> <p>Knowledge of technical practices (theoretical, precise, and/or artistic)</p>		<p>*Ability to do the work of the position without more than normal supervision</p> <p>*Ability to inspect</p> <p>*Ability to instruct</p> <p>*Ability to lead or supervise</p> <p>*Ability to provide production support services</p> <p>Ability to interpret instructions, specifications, etc. (includes blueprint reading)</p> <p>Ability to troubleshoot</p> <p>Ability to use and maintain tools and equipment</p> <p>Ability to use measuring instruments</p>
*Screen-out element		

8600 - Engine Overhaul Family		
This job family includes occupations concerned primarily with the manufacture, repair, modification, and major overhaul of engines (except where covered by another group), including the disassembly, reassembly, and test phases of engine overhaul programs.		
Knowledge	Skills	Abilities
Knowledge of equipment assembly, installation, repair, etc. Knowledge of safety policies, practices, and procedures Knowledge of technical practices (theoretical, precise, and/or artistic)		*Ability to do the work of the position without more than normal supervision *Ability to inspect *Ability to instruct *Ability to lead or supervise *Ability to provide production support services Ability to interpret instructions, specifications, etc. (includes blueprint reading) Ability to troubleshoot Ability to use and maintain tools and equipment Ability to use measuring instruments
*Screen-out element		

8800 - Aircraft Overhaul Family		
This job family includes occupations concerned primarily with the overhaul of aircraft, including the disassembly, reassembly, and test phases of aircraft overhaul programs.		
Knowledge	Skills	Abilities
<p>Knowledge of equipment assembly, installation, repair, etc.</p> <p>Knowledge of safety policies, practices, and procedures</p> <p>Knowledge of technical practices (theoretical, precise, and/or artistic)</p>		<p>*Ability to do the work of the position without more than normal supervision</p> <p>*Ability to inspect</p> <p>*Ability to instruct</p> <p>*Ability to lead or supervise</p> <p>*Ability to provide production support services</p> <p>Ability to interpret instructions, specifications, etc. (includes blueprint reading)</p> <p>Ability to troubleshoot</p> <p>Ability to use and maintain tools and equipment</p> <p>Ability to use measuring instruments</p>
*Screen-out element		

9904 - Ship Pilot

Positions covered are to pilot vessels in assigned waters. The pilot is responsible for the safe navigation and handling of vessels under their own power, partially under their own power and assisted by tugs, or entirely by tugs, both in docking and undocking as well as assuming control or supervising the piloting of vessels in harbor and while making main channel transits. Vessels and ships piloted include all types of naval and naval auxiliaries or foreign craft ranging from battleships, aircraft carriers, cruisers, nuclear submarines to smaller ships such as tankers, fuel oil barges, or cargo vessels ranging from 3,000 to over 100,000 tons displacement.

Chief Pilots supervise and perform work in the piloting of vessels in assigned waters. Pilots ships under their own power, partially under their own power and assisted by tugs, or entirely with tugs, in docking and undocking and moving vessels in harbor, at berth or dock, or at sea. Ships piloted include all types of naval vessels ranging from battleships, carriers, cruisers, etc., to smaller ships such as tankers, fuel oil barges, cargo vessels, etc. Ships normally total over 3,000 to over 100,000 tonnages.

Currently, Military Sealift Command has the majority of the vessel jobs and establishment of any such jobs must receive their approval/consent.

Must be able to possess and maintain all applicable security clearances, licenses and certifications.

Knowledge	Skills	Abilities
<p>Knowledge of all facets of navigation, ship handling, collision avoidance, and vessel operations</p> <p>Knowledge of the operation of such navigational equipment as radar, underwater sound detection gear, etc.</p> <p>Knowledge of the practice and principles of navigation, and have complete familiarity with the "Rules of the Road".</p> <p>Knowledge to actively support and promote all aspects of the Equal Employment Opportunity (EEO) Program and Affirmative Action Plan</p>	<p>Skill as a Master Mariner</p> <p>Skill in basic computer skills to interpret, add, or modify entries into a computer software</p> <p>Skill in determining if conditions are favorable for the movement of ships between docks, or movements from one berth to another, or movements out to sea</p> <p>Skill in making final determination of whether movements can be made safely under adverse weather conditions, such as high winds, heavy rains, snowfall, etc.</p> <p>Skill in maneuvering requirements for moving vessels into/from dry docks, ocean towing, and the coordination of complex marine construction operations such as anchor handling, moorings, etc.</p>	<p>*Ability to do the work of the position without more than normal supervision</p> <p>*Ability to supervise</p> <p>Ability to exercise considerable judgment and knowledge in determining the movements that can be made utilizing available tugs in a safe manner</p> <p>Ability to obtain and maintain applicable security clearances appropriate to their access, and submit to, and pass yearly comprehensive physicals</p> <p>Ability to possess a current Master's license issued by the U.S. Coast Guard for steam vessels of unlimited tonnage for ocean, coast-wise, or inland waters</p> <p>Ability to possess current license as first-class pilot as issued by the U.S. Coast Guard for the assigned waters</p> <p>Ability to possess and maintain current licenses as either a Master of Unlimited Tonnage (oceans or inland), or as Master 1600 ton Freight and Towing, including endorsements for Radar Operator, FCC VHF radio</p>

		<p>permit, watch keeping certificate, and Pilot age</p> <p>Ability to possess specific endorsements for the applicable waters as well as the terminal ports.</p> <p>Endorsements not currently obtained are required within 6 months of being placed in this position and the remainder of endorsements within 18 months of the date placed in this position</p> <p>Ability to read and interpret navigational maps and charts, and chart and plot courses, using such instruments as sextants</p>
*Screen-out element		

Table 3. Supervisory I Competencies and Associated KSAs

Competency		
Leadership	The discipline of motivating a group of people to act toward achieving common goals and objectives.	
Knowledge	Skills	Abilities
Knowledge of coaching and mentoring tools and strategies	Skill in conflict management to respond in a constructive manner	Ability and commitment to serve the customer
Knowledge of conflict management techniques	Skill in innovation and cooperation to increase organizational success	Ability to adapt to a changing environment and act as a change agent
Knowledge of group facilitation techniques	Skill to adapt others to new circumstances	Ability to convey information to intended audience in a clear, concise, and organized manner using correct English grammar
Knowledge of leadership development programs	Skill to coach and mentor others by recognizing their learning style	Ability to cultivate, encourage, and facilitate cooperation and promote a collaborative relationship
Knowledge of negotiation principles and techniques	Skill to delegate effectively to inspire, motivate, and develop others	Ability to design and implement strategies which maximize employee potential and foster high ethical standards
Knowledge of team function levels and key elements that characterize high performance teams	Skill to demonstrate strong interpersonal skills and actively solicit feedback	Ability to encourage new ideas and innovation
Knowledge of the value of continual learning	Skill to develop an inclusive workplace that fosters cooperation and teamwork	Ability to establish guideposts for decision making and action
Knowledge of the value of diverse ideas, opinions, and insights	Skill to develop networks,	
Knowledge to access personal		

strengths and weaknesses Knowledge to build strong, cohesive, collaborative teams	alliances, and strategic relationships to achieve common goals Skill to make well-informed, effective, and timely decisions Skill to manage a multi-sector workforce Skill to persuade others and build consensus	Ability to negotiate, persuade, influence, and collaborate with key leaders and groups Ability to pursue self-development Ability to seek opportunities to stretch skills to further professional growth Ability to supervise, lead, and mentor/coach others and understand cultural and generational differences
Competency		
Personnel Management	The efficient and effective planning, programming, budgeting, and execution of an organization's total force.	
Knowledge	Skills	Abilities
Knowledge of guidelines and procedures for flexible work arrangements Knowledge of personnel management practices, policies, and procedures Knowledge to manage, plan, evaluate, and develop the current and future total workforce requirements Knowledge and promote equal employment opportunity (EEO) policies and programs	Skill in interviewing techniques Skill in recruiting, hiring, and retaining employees Skill in writing job announcements and individual evaluations	Ability to identify and address conduct and performance issues Ability to identify and understand current administration policy initiatives and implications Ability to project future total workforce and program requirements based on projected workload and forthcoming operations Ability to promote and support the goals and initiatives of equal employment opportunity (EEO) and diversity programs

Table 4. Supervisory II Knowledge and Associated KSAs

Competency		
Financial Management	The efficient and effective determination and allocation of an organization's financial resources.	
Knowledge	Skills	Abilities
Knowledge of budgetary and financial principles, metrics, and technique Knowledge of policies and procedures to manage, plan, and develop current and future	Skill in effective budget preparation, presentation, and justification	Ability to apply financial management principles, metrics, and techniques as they relate to short- and long-range planning of programs and objectives Ability to identify, plan for,

financial requirements		budgetary and financial requirements
Competency		
Leadership	The discipline of motivating a group of people to act toward achieving common goals and objectives.	
Knowledge	Skills	Abilities
Knowledge of coaching and mentoring tools and strategies	Skill in conflict management to respond in a constructive manner	Ability and commitment to serve the customer
Knowledge of conflict management techniques	Skill in innovation and cooperation to increase organizational success	Ability to adapt to a changing environment and act as a change agent
Knowledge of group facilitation techniques	Skill to adapt others to new circumstances	Ability to convey information to intended audience in a clear, concise, and organized manner using correct English grammar
Knowledge of leadership development programs	Skill to coach and mentor others by recognizing their learning style	Ability to cultivate, encourage, and facilitate cooperation and promote a collaborative relationship
Knowledge of negotiation principles and techniques	Skill to delegate effectively to inspire, motivate, and develop others	Ability to design and implement strategies which maximize employee potential and foster high ethical standards
Knowledge of team function levels and key elements that characterize high performance teams	Skill to demonstrate strong interpersonal skills and actively solicit feedback	Ability to encourage new ideas and innovation
Knowledge of the value of continual learning	Skill to develop an inclusive workplace that fosters cooperation and teamwork	Ability to establish guideposts for decision making and action
Knowledge of the value of diverse ideas, opinions, and insights	Skill to develop networks, alliances, and strategic relationships to achieve common goals	Ability to negotiate, persuade, influence, and collaborate with key leaders and groups
Knowledge to access personal strengths and weaknesses	Skill to make well-informed, effective, and timely decisions	Ability to pursue self-development
Knowledge to build strong, cohesive, collaborative teams	Skill to manage a multi-sector workforce	Ability to seek opportunities to stretch skills to further professional growth
	Skill to persuade others and build consensus	Ability to supervise, lead, and mentor/coach others and understand cultural and generational differences
Competency		
Personnel Management	The efficient and effective planning, programming, budgeting, and execution of an organization's total force.	
Knowledge	Skills	Abilities
Knowledge of guidelines and procedures for flexible work	Skill in interviewing techniques	Ability to identify and address conduct and performance

<p>arrangements</p> <p>Knowledge of personnel management practices, policies, and procedures</p> <p>Knowledge of succession planning</p> <p>Knowledge to manage, plan, evaluate, and develop the current and future total workforce requirements</p> <p>Knowledge and promote equal employment opportunity (EEO) policies and programs</p>	<p>Skill in recruiting, hiring, and retaining employees</p> <p>Skill in writing job announcements and individual evaluations</p>	<p>issues</p> <p>Ability to identify and understand current administration policy initiatives and implications</p> <p>Ability to manage human resources and/or military and civilian manpower requirements</p> <p>Ability to manage, plan, and develop current and future total workforce requirements</p> <p>Ability to project future total workforce and program requirements based on projected workload and forthcoming operations</p> <p>Ability to promote and support the goals and initiatives of equal employment opportunity (EEO) and diversity programs</p>
Competency		
Program Management	The process of managing multiple ongoing projects emphasizing coordination and prioritization of resources across projects, departments, etc.	
Knowledge	Skills	Abilities
<p>Knowledge and application of project management principles</p> <p>Knowledge of business practices applicable to program and technical requirements sufficient to evaluate bid responsiveness, contractor responsiveness, and contractor performance</p> <p>Knowledge of command policies and procedures</p> <p>Knowledge of continual process improvement and innovation</p> <p>Knowledge of current technology tools and trends</p> <p>Knowledge of customer service and customer expectations</p> <p>Knowledge of Lean Six Sigma</p>	<p>Skill in application of organizational practices and procedures</p> <p>Skill in applying professional knowledge or principles, theories, methods, or data to practical situations and problems</p> <p>Skill in formulating objectives and strategies to accomplish organizational goals</p> <p>Skill in performing managerial or administrative duties associated with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of a program</p> <p>Skill in reviewing and understanding technical proposals, contractual</p>	<p>Ability to conduct surveys and studies of operations to determine proper application of improved methods or approved industry techniques</p> <p>Ability to define and integrate internal and external customer requirements, resources, and program constraints</p> <p>Ability to evaluate work, programs, or operations to determine proper application of improved industry techniques</p> <p>Ability to gather and analyze data</p> <p>Ability to identify and integrate best practices</p> <p>Ability to identify, develop, and analyze metrics to measure program effectiveness</p>

<p>(LSS)</p> <p>Knowledge of performance management principles and techniques</p> <p>Knowledge of programmatic, principles concepts, policies, and objectives</p> <p>Knowledge of project management tools for planning and implementation</p>	<p>terms/conditions, and contract scope</p> <p>Skill in using job-relevant information systems and/or software applications</p> <p>Skill to create and manage a world-class customer service organization</p> <p>Skill to develop a Statement of Work or change an existing Statement of Work</p> <p>Skill to identify potential risks and implement control measures to minimize risks</p>	<p>Ability to interpret and apply regulations, instructions, and procedures</p> <p>Ability to make risk-based decisions by using performance indicators</p> <p>Ability to manage, direct, or administer a program</p> <p>Ability to perform managerial or administrative work primarily associated with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of a program</p> <p>Ability to plan, organize, evaluate, and analyze work</p> <p>Ability to provide briefings and presentations to senior leadership</p> <p>Ability to provide technical advice, guidance, and assistance on operations to organizational personnel</p>
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3.1 Career Progression Process

As displayed in Figure 4 below, the Competency/Career Progression Process is a multi-phase process, integrated with the annual performance review cycle, and focused on developing competencies aligned with IDP goals.

Competency/Career Progression Process



Figure 4. Competency/Career Progression Process

Career planning entails an integration of your personal career desires, needs, skills, and professional qualifications with the requirements of service. Properly done, career progression can satisfy both your individual needs and the needs of the Navy. It is also important to remember that career progression takes time, and that your advancement is earned gradually through small, incremental competency progressions, which you gain with each experience along the way.

Reaching your ultimate career goal may require several position moves over a multi-year period. In order to progress, you are expected to develop the requisite KSAs that enable you to perform successfully in your current position, as well as prepare you for the challenges of the next stage of your career.

Although the competency/career progression path varies for each Industrial Trades Community professional, there is a common approach to guide your career development. The Competency/Career Progression Process illustrated in Figure 4

includes a five-phase approach. Each phase of this iterative process is described below along with questions that you need to address and activities that you need to complete to plan and progress in your career.

Phase 1: Determine career goal. Goal setting isn't something to be taken lightly, so give it some serious thought. Are you satisfied with your current position? Do you want to become more efficient and effective? Do you want to acquire new competencies and skills that can provide opportunities for additional responsibility? Do you want to pursue other areas of interest? These are all goals, so make sure your personal career goal is what you truly desire.

Phase 2: Conduct self-analysis of competency gaps. Career planning requires a thorough understanding of your strengths and interests, as well as recognizing KSAs that you need to develop or improve. This activity involves making an honest, critical assessment of your current competencies and KSAs in relation to those of your career goal. Self-analysis also includes identifying competency gaps and establishing a list of competencies and KSAs that you need to acquire in order to be competitive in the workplace.

Phase 3: Create career goal IDP and assign a mentor. Your supervisor can assist you with developing your IDP. Your IDP details a road map for the next 3 to 5 years for your career development by specifying the necessary training, formal education, and experience to achieve the competencies, KSAs, and/or certifications identified in your self-assessment. There may be several contributors to the development of your IDP: your supervisor, N15 personnel, a mentor, or local Community management representative. In coordination with your Community management representative, you and your supervisor will identify a mentor to assist with your career development goals and objectives.

Phase 4: Review progression toward goal. Collecting feedback and reflecting on your progress toward your career goal is completed annually in conjunction with the annual performance review cycle. Again, this activity is completed with your supervisor, and any training and formal education achieved, and/or any experience or certifications acquired, are annotated in your training record.

Phase 5: Improve marketability/upward mobility. Your rewards and opportunities for advancement and upward mobility are the result of meeting and/or exceeding your performance goals. Although this is the end phase of the annual performance review cycle, it is also the starting point of an iterative process that allows you to reset or adjust your career goals. Think of this process as your personal professional improvement program and, at any time throughout this process, you have the opportunity to change or modify your career plan.

3.2 Community Competency/Career Progression

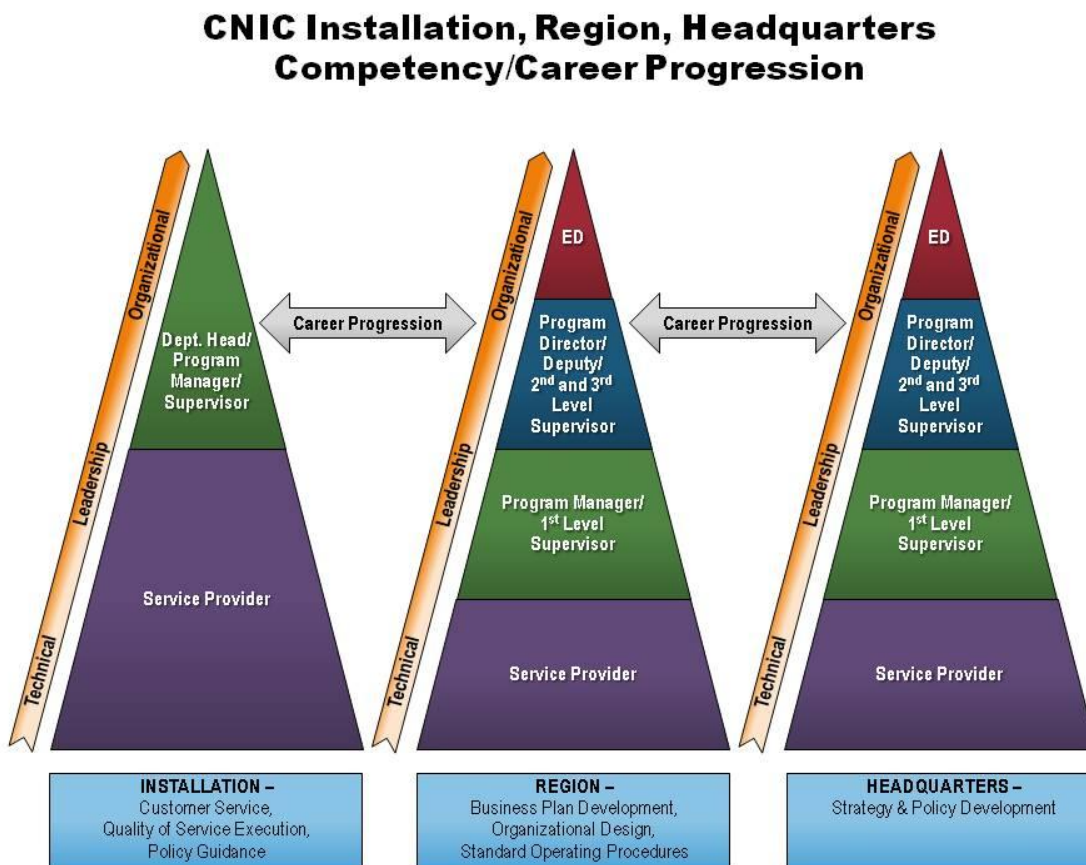


Figure 5. Community Competency/Career Progression

In reviewing the Community Competency/Career Progression pyramids in Figure 5, note that all positions within CNIC are identified by location and tier. The pyramids show the progression of competencies and KSAs from Entry level to Expert level up to Department Head, Program Manager, Program Director, and ED. Not all occupational series and job families have representation within each tier level. This CMP is designed to provide information so employees can manage their career and recognize when/if an occupational series or job family change is necessary to support advancement opportunities. The blue box below each pyramid reflects the mission and primary focus of competencies at the Installation, Region, and Headquarters (HQ) locations. The Industrial Trades Community is primarily located at the Installation in the Service Provider tier as the “front line” providing direct support to the customer.

The Community Competency/Career Progression pyramids are used in conjunction with the first and second phases identified in the Competency/Career Progression Process.

Phase 1: Determine career goal. Using the interactive link on the CNIC N15 portal for the Community, select the tier of your career goal

position to identify the competencies associated with that tier/position. Then select one of the competencies to identify the associated KSAs.

Phase 2: Conduct self-analysis of competency gaps. Create a list of your current competencies and KSAs through an honest, critical self-assessment. Compare those with the competencies and KSAs for your career goal position. Establish a list of competencies and KSAs that you need to acquire in order to be competitive for your career goal.

Even though the competencies and KSAs identified are at the Enterprise level, they can be used to assist with workforce planning, succession planning, recruitment actions, position description development, annual performance reviews, and IDP creation.

Note that the arrows between the Installation, Region, and HQ pyramids are multi-directional. This recognizes and emphasizes that competencies and KSAs can be gained through assignments within the three locations at any stage of your competency progression.

3.3 Industrial Trades Community Series Distribution

Appendix B details the distribution of occupational series within the Industrial Trades Community. Note that in order to advance to higher levels in some series, you must change occupational series, job family, and/or location.

3.4 Career Enhancement

Your career as an Industrial Trades Community professional will evolve over time as you develop competencies through on-the-job practical experience, rotational assignments, and education and training opportunities, which could result in professional certifications. In many cases, advancement to the upper levels of the pyramids may involve a change in your occupational series, transition to a larger FWS job family, or move to a different location and/or Region. APF career and developmental opportunities may be found at <http://www.donhr.navy.mil/> (select the Training and Development navigation tab and then Developmental Resource Center from the drop-down menu). NAF opportunities may be found at <http://www.cnic.navy.mil> (select NAF Human Resources).

Professional growth can also be accomplished by participating in various developmental programs. Some programs offer developmental opportunities that provide on-the-job training and possibilities for a two- or four- year degree, depending on the program.

For career planning purposes, Appendix B reflects the civilian workforce population by series/grade CNIC-wide. Appendix B contains information that reflects the highest grades for each occupational series within a pay plan and job family, as well as the population distribution of each series by grade.

Even though the APF and NAF systems parallel one another in many ways, they are governed by different job grading systems and personnel systems. Each job family has its own infrastructure for titling of positions, grade levels, and proficiency levels. For example, a Developmental level in one series might be a Journeyman level in another so caution should be exercised when examining the infrastructure of the desired job family for career progression. Generally, for the APF positions, proficiency levels, such as those listed below, can be “stepping stones” to achieve one’s career goals.

Entry Level Positions:

- Apprentice: Developmental grade levels are typically Entry to Journeyman level (usually a 4-year program). CNIC has established partnerships with the Naval Sea Systems Command (NAVSEA) Command for utilizing NAVSEA Apprenticeship Programs. (Apprenticeships are more common for APF positions.)
- Worker-Trainee: This is usually a developmental job that requires specific types of training and developmental tasks, which leads to a target position at a higher grade level.
- Helper/Assistant: Assists Intermediate and/or Journeyman level personnel with tasks at hand.

Intermediate Level Positions:

- Intermediate/Worker: May be a developmental position leading to a higher level.
- This is considered a Journeyman level in some occupational job families or series.

Journeyman Level Positions:

- Journeyman: Considered a craftsman/competent workman in a specific line of work who is fully qualified to work at his/her trade or craft at a “full performance level.”

Expert Level Positions:

- Advanced, highly skilled Journeyman level: “Super grade” in a specific craft or trade.
- Inspector (Wage Grade [WG] – various levels): One who inspects for compliance.
- Leader: There are typically two types of leaders – Work Leaders and Training Leaders. Work Leaders lead three or more workers to accomplish trades and labor work. Training Leaders train workers in the non-supervisory work of a trade or laboring occupation. Both types of leaders are responsible to their supervisors for assuring that the work or training assignments of the group are completed.

Leadership (Supervisory):

- Supervisory I (APF) positions are primarily involved with planning schedules and work operations; directing, organizing, and/or coordinating the work of others; and administration including personnel management.
- Supervisory II (APF) positions are supervisors that direct/manage the work of others through subordinate supervisors, primarily in planning work operations of greater scope and complexity and exercising greater administrative authority. They plan the short-term and long-term use of subordinate workers, equipment, facilities, materials; establish deadlines, priorities, and work sequences; and plan work assignments based on general work schedules, methods, and policies set by high level supervisors; coordinate work with supporting or related work functions controlled by other supervisors; and determine the number and types of workers needed to accomplish specific projects.

Production Facilitators (APF)

- Production Facilitators participate in planning for construction, maintenance, repair, or manufacturing projects. Using major work requests, engineering plans, and similar information, they estimate costs and prepare job order specifications and assign work to shops or trade groups in accordance with the nature of the work and manpower requirements. They initiate procurement of material required by job order specifications. They participate in conferences and make worksite inspections to determine planning requirements. They revise plans and estimates as work progresses.

Wage Marine (Pilots) (APF)

- Ship Pilots are responsible for the safe navigation and handling of vessels under their own power, partially under their own power and assisted by tugs, or entirely by tugs, both in docking and undocking as well as assuming control or supervising the piloting of vessels in harbor and while making main channel transits.
- Chief Pilots supervise and perform work piloting vessels in assigned waters; piloting ships under their own power, partially under their own power and assisted by tugs, or entirely with tugs, in docking and undocking and moving vessels in harbor, at berth or dock, or at sea.

The training opportunities identified in Appendix C target both the nonsupervisory levels of Expert and Leader in addition to the 1st level supervisor and 2nd level supervisor levels. Experts are considered to be highly skilled Journeyman and Leaders may be “Training Leaders” or “leaders” that lead three or more workers to accomplish the work being performed. 1st level supervisors (may include “Foreman” positions) are supervisors that are primarily involved with planning schedules and work operations; directing, organizing, and/or coordinating, and the work of others; and administration including personnel management. 2nd level supervisors are generally those that direct/manage the work of others through subordinate supervisors.

4.0 Workforce Development Resources

There are ample resources to assist you with developing competencies as you progress in your career at CNIC.

Education. Employee education is an ongoing activity, vital to learn new concepts and develop new skills and competencies. Education is gained via coursework received from accredited colleges and universities.

Training. Training is defined as instruction designed to provide specific skills and knowledge to attain competence and maintain professional currency. To ensure employees maintain professional currency, meet continuous learning requirements, and develop requisite skills, employees must leverage applicable continuous DoD learning events and training opportunities.

A detailed list of training opportunities is available in Appendix C.

Professional Associations. Membership in professional associations provides an opportunity to network with other career professionals for the purpose of enhancing your skills and maintaining currency in your field. It also provides opportunities to showcase CNIC professionals and their accomplishments in a wide variety of forums.

Mentoring. Mentoring is a type of leadership program designed to promote employee development and improve the career health of every employee. It is people helping people to grow and develop. It enhances leadership abilities and provides a framework for growth. Mentoring creates relationships between people to foster personal and professional development. Mentoring requires people to work together to establish specific goals and to provide each other with sufficient feedback to ensure the goals are reached. Mentors can be co-workers, work leaders, or supervisory personnel. For more information about your mentoring program, ask your work leader, your supervisor, or the N15 FWS representative. All CNIC professionals are encouraged to seek and become mentors.

Workforce Development Gateway Page. A variety of general and specific Workforce Development information including topics, such as professional development, Community management, diversity, and recruiting/retention are located within the N15 Gateway site:
<https://g2.cnic.navy.mil/solutions/ewd/default.aspx>. You are highly encouraged to become familiar with this site.

IDP. Your IDP translates and personalizes your Competency/Career Progression. It is a “living document,” jointly developed between you and your supervisor. IDPs provide you and your supervisor with a plan of action to help you gain required skills and map out training that may enhance your competencies and KSAs. Your IDP charts your developmental objectives in the short-term (1 to 2 years) and long-term (3 to 5 years). These objectives are reviewed and updated at least annually.

The following IDP resources are available on the N15 Workforce Development Gateway site IDP Web page at

<https://g2.cnrc.navy.mil/solutions/ewd/WDPages/IDP.aspx>:

- Overview Video – short video introduction
- Overview – text version of the video introduction
- IDP – template to begin creating your IDP
- Brief – IDP brief online lesson
- Form Guide – IDP tools and process online lesson.

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APPENDIX A

Acronym List

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Acronym List

AC	Advanced Course
AM	Amplitude Modulation
APF	Appropriated Fund
BC	Basic Course
CES	Civilian Education System
CMP	Community Management Plan
CNIC	Commander, Navy Installations Command
CTC	Concurrent Technologies Corporation
DoD	Department of Defense
DON	Department of the Navy
ED	Executive Director
EEO	Equal Employment Opportunity
EURAFSWA	Navy Region Europe, Africa, Southwest Asia
FCC	Federal Communications Commission
FM	Frequency Modulation
FWS	Federal Wage System
GS	General Schedule
HQ	Headquarters
IC	Intermediate Course
IDP	Individual Development Plan
KSA	Knowledge, Skill, and Ability
LSS	Lean Six Sigma
MVO	Motor Vehicle Operator
N15	Workforce Planning/Development and Strategy
NA	Laboring, Crafts, and Trades Pay Plan for NAF
NAF	Non-Appropriated Fund
NAVSEA	Naval Sea Systems Command
NDW	Naval District Washington
NL	Leader Pay Plan for NAF
NS	Supervisory Pay Plan for NAF
NSIT	Navy Shore Infrastructure Transformation
OCHR	Office of Civilian Human Resources
OPM	Office of Personnel Management
OPNAV N1	Chief of Naval Operations (Manpower and Personnel)

PD	Position Description
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
TV	Television
TWMS	Total Workforce Management Services
VHF	Very High Frequency
WD	Production Facilitating Pay Plan for APF
WG	Wage Grade Pay Plan for APF
WL	Wage Leader Pay Plan for APF
WM	Wage Marine Pay Plan for APF
WN	Production Facilitating Supervisory Pay Plan for APF
WS	Wage Supervisor Pay Plan for APF

APPENDIX B

Civilian Workforce Population by Series and Grade Distribution

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Civilian Workforce Population by Series and Grade Distribution

2600 - Electronic Equipment Installation and Maintenance Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WG	2602	Electronics Measurement Equipment Mechanic											1
WG	2604	Electronics Mechanic										3	3
WS	2604	Electronics Mechanic Supervisor I								1			
WG	2606	Electronic Industrial Controls Mechanic											4

2800 - Electrical Installation and Maintenance Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WG	2805	Electrician										9	
NA	2805	Electrician/Worker					1					15	
NS	2805	Electrician Foreman										2	
WG	2810	High Voltage Electrician										3	

3500 - General Services and Support Work Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WG	3502	Laborer	5	4	6	3							
WS	3502	Laborer Supervisor I	1			1							
NA	3502	Laborer	16	127	192	2	3						
NL	3502	Laborer Leader		1									
WG	3566	Custodial Worker	3	2									
NA	3566	Custodial Worker, miscellaneous titles	82	1437	171	11							
NL	3566	Custodial Leader/Housekeeper Leader	11	131	1		5						
NS	3566	Custodial Supervisor/Foreman	5	42	17								

3700 - Metal Processing Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WG	3703	Welder										3	1
WL	3703	Welder Leader										1	
NA	3703	Welder/Worker								4		3	

3900 - Motion Picture, Radio, Television, and Sound Equipment Operating Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
NA	3910	Motion Picture Projectionist			1	1	11		26				
NL	3910	Lead Motion Picture Projectionist							1				
NA	3911	Sound/Video Equipment Technician							1				

4100 - Painting and Paperhanging Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
NA	4102	Painter									1		

4200 - Plumbing and Pipefitting Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
NA	4201	Auto Sprinkler System Installer							1				
WG	4204	Pipefitter										3	
NA	4206	Plumber/Worker						1			10		

4600 - Wood Work Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
NA	4601	Picture Framer			3								
WG	4604	Woodworker								2			
NA	4604	Woodworker					1						
WG	4605	Woodcrafter										1	
WG	4607	Carpenter									1		
NA	4607	Carpenter									36	2	

4700 - General Maintenance and Operations Work Family

Pay Plan	Occupational Series	Title	Pay Grade												
			03	04	05	06	07	08	09	10	11	12	13	14	15
WG	4701	Maintenance Mechanic/Helper			3						2	8			
WD	4701	Production Facilitator		2		1									
WS	4701	Maintenance Supervisor I							1	5					1
WG	4737	General Equipment Mechanic					1								
WG	4742	Utility Systems Repair-Operator								5					
WS	4742	Utility Systems Repair-Operator Supervisor I								1					
NA	4742	Utilities System Repair/Equipment Repairer					2		2						
WG	4749	Maintenance Mechanic	4				6	4	1	5					
WL	4749	Maintenance Mechanic Leader						1		2					
WS	4749	Maintenance Mechanic Supervisor			1	1	1		1						
NA	4749	Maintenance/Facility Helper/Workers/Mechanic		3	121	15	81	81	58	42					
NL	4749	Maintenance Mechanic Leader			1		8	3	1	2					
NS	4749	Maintenance Supervisor/Foreman		1	1	1	4	3	1	6					

4800 - General Equipment Maintenance Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WG	4801	Fire Extinguisher Servicer						1					
NA	4801	Slot Machine Operator/Equipment Maintenance Technician						1		1	2		
WG	4804	Locksmith									2		
WG	4819	Bowling Equipment Repairer						1	1				
WS	4819	Bowling Equipment Repair Supervisor I			1								
NA	4819	Bowling Equipment Repair Worker/Mechanic/Technician			19	6	20	2	12	2	2		
NS	4819	Bowling Equipment Repair Supervisor/Foreman						1	3				
WG	4848	Mechanical Parts Repairer						1					
NA	4848	Mechanical Parts Repairer					2						

5000 - Plant and Animal Work Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
NA	5001	Greenskeeper/Tractor Operator				1	2	7		1			
NL	5001	Greenskeeper Leader						1					
NS	5001	Supervisory Greenskeeper								1			
WG	5003	Gardener (MVO)					1						
NA	5003	Gardener (MVO)		1		24	39	15		1			
NL	5003	Gardener (MVO) Leader						1					
WG	5026	Pest Controller										1	
NA	5026	Pest Controller							6		1	1	
NA	5048	Animal Caretaker			1								

5200 - Miscellaneous Occupations Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WG	5201	Swimming Pool Operator								1			
NA	5220	Shipwright										1	

5300 - Industrial Equipment Maintenance Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WG	5301	Aircraft Launch and Arrest Device Mechanic								1		12	
WS	5301	Aircraft Launch and Arrest Device Mechanic										1	
NA	5306	Air Conditioning Mechanic										3	
WG	5334	Marine Machinery Mechanic										33	
WL	5334	Marine Machinery Mechanic Leader										5	
WS	5334	Marine Machinery Mechanic Supervisor I										3	
NA	5334	Marine Equipment Mechanic									2	1	
WG	5378	Powered Support Systems Mechanic								3		1	
WS	5378	Powered Support Systems Mechanic Foreman							1				

5400 - Industrial Equipment Operation Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WL	5401	Maintenance Leader						1					
WG	5419	Stationary Engine Operator					3						
NA	5486	Pool Operator				1							

5700 - Transportation/Mobile Equipment Operation Family

Pay Plan	Occupational Series	Title	Pay Grade													
			01	02	03	04	05	06	07	08	09	10	11	12	14	
WG	5703	Motor Vehicle Operator				3	5	7	2							
WL	5703	Motor Vehicle Operating Leader						1								
NA	5703	Motor Vehicle Operator				11	29	46	36	9						
NL	5703	Motor Vehicle Operating Leader						3								
NS	5703	Motor Vehicle Operator Supervisor/Foreman					1	1								
NA	5704	Fork Lift Operator					1									
WG	5705	Tractor Operator						2								
NA	5705	Tractor Operator				7	10	70	16							
NL	5705	Tractor Operator Leader						2	2							
NS	5705	Tractor Operator Supervisor/Foreman					2	2								
WG	5716	Engineering Equipment Operator								3		1				
NA	5716	Engineering Equipment Operator								1						
WG	5725	Crane Operator									1					
WG	5782	Motor Vessel Captain/Ship Operator										3	3			
WL	5782	Ship Operator Leader											3			
WS	5782	Motor Vessel Captain Supervisors I and II											9		2	
WG	5786	Small Craft Operator										21				
WL	5786	Small Craft Operating Leader										6				
WS	5786	Small Craft Operator Supervisor										1				
NA	5786	Small Craft Operator										1				
WG	5788	Deckhand					3			30						

5800 - Transportation/Mobile Equipment Maintenance Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WG	5803	Heavy Mobile Equipment Mechanic										4	10
WS	5803	Heavy Mobile Equipment Mechanic Supervisor I										1	1
WG	5806	Mobile Equipment Servicer				1	1						
NA	5806	Mobile Equipment Servicer					4						
WG	5823	Automotive Mechanic/Worker								6		4	
WS	5823	Automotive Mechanic Supervisor I							2	1			
NA	5823	Automotive Mechanic/Worker					20		1	30		38	1
NL	5823	Automotive Mechanic Leader								1		2	
NS	5823	Automotive Mechanic Supervisor/Foreman					1				1	1	

6500 - Ammunition, Explosives, and Toxic Materials Work Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
WG	6501	Hazardous Waste Handler						1					

6900 - Warehousing and Stock Handling Family

Pay Plan	Occupational Series	Title	Pay Grade													
			01	02	03	04	05	06	07	08	09	10	11	12	13	14
WG	6901	Student Trainee (Materials Handler)			1											
WG	6904	Tools and Parts Attendant				2	1									
NA	6904	Tools and Parts Attendant			1	7	7									
WG	6907	Materials Handler (Warehouse Worker)				1	3	1								
WS	6907	Materials Handling Supervisor I			1		1									
NA	6907	Materials Handler				7	17	12	7							
NL	6907	Materials Handler Leader						2	1							
NA	6912	Material Sorter					1									
WG	6913	Hazardous Waste Disposer							6							
WG	6968	Aircraft Freight Loader							22	59						
WL	6968	Aircraft Freight Loader Leader								15						
WS	6968	Aircraft Freight Loader Supervisor I					2			9		2				1

7300 - Laundry, Dry Cleaning, and Pressing Family

Pay Plan	Occupational Series	Title	Pay Grade										
			01	02	03	04	05	06	07	08	09	10	11
NA	7304	Laundry Worker		51									
NL	7304	Laundry Worker Leader		7									
NS	7304	Laundry Worker Supervisor		2									
NA	7305	Laundry Machine Operator/Worker			9		2						

7400 - Food Preparation and Serving Family

Pay Plan	Occupational Series	Title	Pay Grade													
			01	02	03	04	05	06	07	08	09	10	11	12	13	14
WG	7402	Baker								1						
NA	7402	Baker								1						
WG	7404	Cook			1	5	4	20		1						
WL	7404	Cook Leader						3	1							
WS	7404	Cook Supervisor I							2							
NA	7404	Cook		1		152	71	90	6	39						
NL	7404	Cook Leader				1	5	2		18						
NS	7404	Cook Supervisor					3			2						
NA	7405	Bartender/Bar Assistant/Barbacks	14	5	176	31	77									
NL	7405	Lead Bartender				1	12									
NS	7405	Bartender Supervisor				1										
WG	7408	Food Service Inspector						3								
NA	7408	Food Service Workers	81	376	279	154				1						
NL	7408	Food Service Leader	1	3	7	3	3									
NS	7408	Food Service Supervisor		1	1		3									
NA	7420	Waiter/Waitress	144	161	125											
NL	7420	Waiter Leader	1	3	13											
NS	7420	Waiter Supervisor	5		3											

7600 - Personal Services Family

Pay Plan	Occupational Series	Title	Pay Grade													
			01	02	03	04	05	06	07	08	09	10	11	12	13	14
WG	7601	Bowling Alley Attendant			1											

8200 - Fluid Systems Maintenance Family

Pay Plan	Occupational Series	Title	Pay Grade													
			01	02	03	04	05	06	07	08	09	10	11	12	13	14
WG	8201	Fire Extinguisher Servicer						3								

8600 - Engine Overhaul Family

Pay Plan	Occupational Series	Title	Pay Grade													
			01	02	03	04	05	06	07	08	09	10	11	12	13	14
WG	8602	Aircraft Engine Mechanic										1				
WG	8610	Small Engine Repairer								2						
WS	8610	Marine Repair Technician Supervisor										1				
NA	8610	Small Engine/Equipment Repairer/Mechanic; Electromotive Equipment Mechanic					3	1	1	8		4				

8800 - Aircraft Overhaul Family

Pay Plan	Occupational Series	Title	Pay Grade													
			01	02	03	04	05	06	07	08	09	10	11	12	13	14
WG	8852	Aircraft Mechanic								5		2				
WL	8852	Aircraft Mechanic Leader										1				
WS	8852	Aircraft Mechanic Supervisor I										1				
WD	8852	Aircraft Examiner (Aircraft Mechanic)							1							
NA	8852	Aircraft Mechanic										1	1			
WG	8862	Aircraft Attendant				1		6	18	5						
WL	8862	Aircraft Attendant Leader							5	3						
WS	8862	Aircraft Attendant Supervisor I						1	2	3		1				

9904 - Ship Pilot Series

Pay Plan	Occupational Series	Title	Pay Grade	
			27	28
WM	9904	Ship Pilot/Pilot	24	
WM	9904	Chief Ship Pilot/Chief Pilot		6

APPENDIX C

Training Opportunities for Expert/Leader and Supervisory Positions

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Training Opportunities for Expert/Leader and Supervisory Positions

Leader and Supervisory		
Expert/Leader	1 st Level Supervisor	2 nd Level Supervisor
<p>Briefing Techniques http://www.graduateschool.edu Briefing confidently, how to organize a briefing logically, how to analyze and deal with any type of audience, manage hostile or negative questions, manage a question and answer period.</p> <p>Constructive Conflict Resolution http://www.graduateschool.edu Discover constructive approaches to positive resolution - develop the tools for quickly analyzing and responding to difficult situations to create practical positive outcomes.</p> <p>EEO in the Federal Sector http://www.graduateschool.edu Understand the basics of EEO laws as they affect Federal employment. Learn about theories of discrimination, Federal sector EEO process, techniques for identifying and avoiding workplace discrimination, harassment and retaliation, and responsibilities for affirmative employment in the Federal sector.</p> <p>Introduction to Human Resource Management for Supervisors http://www.graduateschool.edu Overview of human resource management issues, including staffing, classification, pay administration, employee labor relations, employee relations, and EEO.</p> <p>Leading Teams and Groups http://www.graduateschool.edu Acquire the knowledge and skills you need to be an outstanding team/group leader.</p>	<p>Leader courses plus:</p> <p>Army Civilian Education System (CES) Basic Course (BC) http://cpol.army.mil Designed for civilian leaders who exercise direct leadership to effectively care for teams. Focuses on basic education in leadership and counseling fundamentals, interpersonal skills, and self-awareness.</p> <p>Coaching and Mentoring for Excellence https://www.leadership.opm.gov Maximize employee development and performance.</p> <p>EEO for Supervisors and Managers http://www.graduateschool.edu Gain and understand diversity issues presented in the workplace and how to implement management's role in the EEO program, how to prevent sexual harassment, EEO complaint process, special emphasis programs, etc.</p> <p>Improving Employee Performance http://www.graduateschool.edu Learn to handle performance issues effectively to maximize employee performance and build greater involvement and cooperation among staff.</p> <p>Leading People http://www.graduateschool.edu Develop insight and increase your awareness of leadership styles and how to adapt them to the needs of your organization.</p> <p>Lean and Six Sigma http://www.golearn.gov</p>	<p>1st Level Supervisor courses plus:</p> <p>Army Civilian Education System (CES) Intermediate Course (IC) http://cpol.army.mil Designed for supervisory or managerial positions – focuses on planning and team building.</p> <p>Army Civilian Education System (CES) Advanced Course (AC) http://cpol.army.mil Designed for supervisory or managerial positions.</p> <p>Leading Change http://www.graduateschool.edu Gain the knowledge and skills to help shape your future organization and explore tools for understanding and facilitating change and strategies for managing and shaping change.</p> <p>Strategic Human Capital Management http://www.graduateschool.edu Develop the necessary tools you need to successfully accomplish organizational objective and abide by human resources laws and regulations.</p>

<p>Stress Management in the Workplace http://www.worklifebalance.com Learn stress management tools that are unmatched in the measured results they will produce for you and your organization.</p>	<p>Learn this data-driven improvement philosophy that views all activities within an organization as processes whose inputs can be controlled to effect significant improvements in process outputs.</p> <p>Recordkeeping: A Program Manager's Survival Guide https://nara.learn.com Discover a practical guide to policies, procedures, and legal requirements for managing program information.</p> <p>Stress Management http://www.graduateschool.edu Manage your stress and reap the rewards, including fewer job errors, reduced absenteeism, improved decision making, and lowered hostility.</p>	
Resource Management		
Expert/Leader	1st Level Supervisor	2nd Level Supervisor
<p>Advanced Electronic Records Management https://nara.learn.com Learn the special considerations for creating and managing electronic records, investigate issues, people, and tools related to electronic records management and look at emerging technologies and their implications for records management.</p>	<p>Leader courses plus:</p> <p>Introduction to Federal Budgeting http://www.graduateschool.edu Receive a solid foundation in the Federal budget process.</p> <p>Introduction to Financial Management http://www.graduateschool.edu Gain an overview of the significant aspects of financial management and learn to link management, budgeting and auditing to performance measurement.</p>	<p>1st Level Supervisor courses plus:</p> <p>Budget Execution http://www.graduateschool.edu Learn the steps and strategies in preparing to execute the budget, including contingency planning.</p> <p>Strategic Human Capital Management http://www.graduateschool.edu Develop the necessary tools you need to successfully accomplish organizational objective and abide by human resources laws and regulations.</p>